# EXHIBIT B - RATES

Transfer costs for S - 148:

\$.38 per cwt.

MCC0190/092386

EXHIBIT C

MONSANTO CHEMICAL COMPANY

UNIFIED

TERMINALING PROCEDURES

July 1986

# MONSANTO CHEMICAL COMPANY

# UNIFIED TERMINALING PROCEDURES

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#### SECTION

### I. RECEIVING PROCEDURES

Terminal must take all necessary precautions for the safe receipt, storage and handling of Monsanto products.

The quantity of product delivered and received from vessels for storage shall be determined by gauging conducted by representatives of the terminal and Monsanto, or by an accredited gauger selected by Monsanto.

The quantity of product delivered and received into storage from tank cars shall be determined and gauging the cars before and after unloading and verified by gauging the storage tank before and after unloading. If the quantity of product received as determined by gauging the tank cars is different from the net weight shown on the bill of lading by a quantity greater than the equivalent of 150 gallons, terminal must notify Monsanto immediately. Unloading of the car should be deferred until weight differences have been mutually resolved.

The quantity of product delivered and received into storage from tank trucks shall be determined by certified actual weight measurement.

Terminal shall issue terminal receipts (non-negotiable) and mail them no later than the first working day following receipt of the material to the Monsanto address indicated in the Special Procedures. They are to contain the following:

- 1. Shipper's address (name, city and state).
- Delivering carrier (include car, trailer, barge number or ship name).
- 3. Monsanto's shipper number.
- 4. Itemized listing of material and quantity received.
- Notation regarding shortage loss, damage, if any, and apparent reason for same as far as can be determined.

# II. TERMINAL INVOICES

Invoices, in duplicate, are to be submitted to the Monsanto address as indicated in the Special Procedures\*.

- A. INVOICES FOR INDIVIDUAL receipts are to contain the following information:
  - 1. Shipper's name and shipment origin (Monsanto's plant location or supplier's name and address).
  - Delivering carrier (include car number, trailer number, barge number or ship's name).
  - Monsanto's shipper number.
  - Itemized listing of material, the quantity received and the throughput rates and extended totals.
  - 5. Notation regarding shortage or loss, if any, and apparent reason for same so far as can be determined promptly.
  - 6. Special charges should be clearly described and itemized.

#### B. INVOICES FOR MONTHLY CHARGES

- Monthly invoices should be itemized as shown on the current Monsanto Warehouse and Terminal Rate Sheet.
- 2. Special charges should be clearly described and itemized.

## III. INVENTORY REPORTING

At the end of each month, Terminal shall furnish reports on receipts and shipments and an inventory status by individual product. The reports will be on the forms specified and furnished by Monsanto. Two copies of these reports must be mailed to the addresses designated by Monsanto\*, no later than the 5th working day of the following month.

# IV. INSPECTION PROCEDURE

The terminal must monitor/sample all inbound shipments for shortage/contamination of product at time of receipt. Upon discovery of any shortage/contamination of product, the terminal shall immediately notify Monsanto\*.

\*See Special Procedures

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## V. RETURN SHIPMENTS

Terminal must receive instructions and authorization from Monsanto\* by telephone (confirmed by wire or letter) in order to receive returned material.

If a tank car shipment is cancelled after shipping papers have been issued by the terminal, but before the car has been moved, a notice or copy of cancellation is to be sent immediately to Monsanto\*. However, once the car has been moved, Monsanto is liable for freight and due mileage compensation. Therefore, loads returned to the terminal, whether because of cancellation while in transit, rejection by the customer, or through error, must be reported to Monsanto and be handled by terminal inbound shipment.

#### VI. ORDER ENTRY PROCEDURE

Terminal will receive shipping instructions as shown in the Special Procedures.

# VII. SHIPPING PAPERS

Terminal will prepare typewritten bills of lading for every shipment on forms provided by Monsanto. They may be typed separately or incorporated as part of the shipping paper order set and thus be partially completed in the transmission of the order. Additional information is to be typed in by the terminal to complete the document. The bill of lading form may be preprinted with various freight classification descriptions applicable for a particular location.

#### MANADATORY INFORMATION ON BILL OF LADING

- Name of shipper (usually "Monsanto" is preprinted on bill of lading form).
- 2. Shipper's number or numbers if a pooled shipment.
- 3. Date of shipment.
- 4. Car or vehicle number (more than one car or truck may be covered by one bill of lading if they are part of the same shipment.)
- Designation of "Prepaid or Collect" for freight charges.
- 6. Seal numbers, if seals are used\*. Show at or near bottom of description section.
- 7. Complete route.

- Where to send Freight Bill. For most outbound shipments it will be "Monsanto Company, P.O. Box 14307, St. Louis, Missouri 63178".
- 9. Point of Origin (City, State, Monsanto Location Code)
- 10. Ship to address, including the following:
  - Full name of Consignee
  - Complete Street Address
  - City, State, Zip Code
- ll. Package and Description of Articles. For each article shipped, show the number and type of packages, and the complete freight and hazardous material classification, including placard notation, if required. In addition, the chemical or trade name should be shown to facilitate handling in case of emergency.

For hazardous materials the provisions of Subpart C (Sections 172.200-204) of the Hazardous Materials Regulations (49 CFR Parts 100-189) must be met. (See Section XVIII)

## NOTE:

When a hazardous material and a non-hazardous material are described on the same shipping paper, the hazardous material entries <u>must\_conform</u> to one of the three following options:

- Hazardous materials must be entered first.
- Hazardous materials must be entered in a color that clearly contrasts with any other non-hazardous descriptions.
- Hazardous materials must be identified by the entry of an "X" placed before the proper shipping name in a column captioned "HM". THIS IS THE METHOD PREFERRED AT MONSANTO LOCATIONS.

#### 12. Weights:

- For bulk shipments, show the gross, tare and net weights, except when estimated or calculated weight is authorized.
- For package shipments, show the gross weight (actual or agreed) for each individual product, with a total of the product weights shown after the last item. Show pallet and dunnage weights separately and do not include these in the total weight of shipment.
- For agreed weights, the weight agreement stamp must be used on all copies of the lading.

#### 13. DOT Certification and Signature:

- For hazardous materials one of the following certifications is required:

"This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation."

- This certification usually preprinted on Monsanto bill of lading, must be legibly signed, manually or by typewriter.
- For shipments which do not contain hazardous materials,
   DOT Certification and signature is not required but is recommended.
- 14. Special shipping instructions. Terminal must show in the body of the bill of lading any and all special bulk instructions to the carrier. On truck shipments this may be (for example) delivery date and time, pump or compressor, length of hose, special fittings, etc.
- 15. Written signature of carrier's driver or agent.
- 16. When utilizing a compartmented vehicle, a tank car or tank truck, make absolutely sure that the bill of lading instructions are clear, specifying the product in each compartment.
- 17. Distribution of copies of the bill of lading is shown in the Special Procedures\*.

## VIII. TANK TRUCK SHIPPING PROCEDURE

#### A. CALLING CARRIERS

Monsanto will furnish the terminal with a carrier routing guide or routing instruction. The normal terminal procedure to make a shipment is:

 Telephone the indicated carrier and repeat the Monsanto shipping order verbatim including all special shipping instructions.

- If the indicated carrier cannot accept the order, the alternate choice carriers are contracted. If none accept, terminal is to immediately advise Monsanto\*.
- Once a carrier accepts the order, the terminal is to ask the carrier what the pick-up time will be in order to guarantee on-time delivery. The terminal should mark the loader's shipping order for that pick-up time.
- 4. If the carrier does not pick-up within 60 minutes of scheduled time, the terminal is to contact the carrier dispatcher for disposition.
  - a. If the dispatcher indicates that the truck is enroute to the terminal, the terminal is to assume that the pick-up will be made within the delivery time allowance guaranteed by the carrier to Monsanto.
  - b. If the dispatcher says that a truck is not enroute and a potential delivery problem exists, the terminal is to immediately notify Monsanto\*.
- To prevent communication lapses, terminal should at the end of each day, verify with carriers the next day's shipping schedule.

## B. DELAYS IN TRANSIT

Carrier calls Monsanto to report the problem and its expected solution.

# C. CUSTOMER PICKUP OR WILL CALL

On customer pickup or will call shipments, the warehouse must show on the bill of lading in the space provided for the route "Will Call" (or "customer will call"), or "Pick Up" (or "customer pickup"). Be sure the routing line on the bill of lading form shows no carrier name, only "will call" or "pick up" (no abbreviations). Do not show freight terms as prepaid or collect. Show in the body of the bill of lading:

"THIS IS NOT A BILL OF LADING - ONLY A RECEIPT"

\*See Special Procedures

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Make certain the product is properly described and classified with the dangerous designation if applicable, and have the person preparing the lading sign at the bottom in writing. Have the driver sign for the shipment with the name of the customer followed by his name.

## D. LOADING OF TANK TRUCK VEHICLES

 Before any tank truck is loaded for shipment by terminal, the terminal shall take all reasonable precautions to see that such trucks are safe and suitable for the product to be loaded.

DOT "HAZARDOUS MATERIALS" in authorized equipment. The terminal must be familiar with type of tank required for the product being transported and must check the metal identification plate on right front side of carrier vehicle for verification. Tanks not meeting DOT specifications must be rejected.

- 2. The following inspection procedure is to be followed (on equipment tendered as clean) to assure product quality:
  - a Open the dome.
  - b. Smell the tank
  - c. Visually inspect the compartment from the manhole dome by powerful flashlight (safety equipped).
  - d. Feel the interior of the compartment by hand from the manhole dome from as far as can be normally reached followed by inspection of the hand visually and by smelling.
  - Smell and visually inspect the truck's hoses, pumps, and valves.
  - f. Open and close valves to detect presence of foreign material.
  - g. If, as a result of the above procedures, the compartments of the tank truck or tank car appear to be free of contaminating moisture, foreign materials and rust, terminal will proceed to load.
- 3. The terminal will tell the driver to remove caps from discharge lines while loading to make sure that discharge valves are securely closed and free of leaks. After loading and prior to departure from the terminal, all unloading lines must be capped.
- 4. Load tank vehicles in conjunction with carrier calibrations to assure that vehicles contain the proper number of gallons or pounds. In the absence of a specific quantity, for example, order reads, "one tank vehicle", the terminal should load vehicle to maximum weight capacity within government regulations. Carrier will furnish specifics on shipment involved as to carrier

- capabilities. Carriers are not authorized to change order instructions; if in doubt, terminal should call Monsanto\*.
- The quantity, in pounds, of each product loaded into tank trucks shall be determined by certified actual weight measurement.
- 6. Terminal must check to make certain that dome gaskets are in good condition and domes are properly closed.
- 7. Check tank for leaks after loading.
- 8. Seal all dome covers and discharge lines with seals and/or tags identifying product and compartments. All compartmented loads should be tagged at both the dome and discharge lines identifying product in the compartment.
- 9. Load tank truck in accordance with Monsanto procedures\*.
  - Every precaution should be taken to eliminate spillage while loading.
  - b. Spillage should be washed off tank truck before release from the plant to prevent injury or loss of property as a result of product "splashing" enroute.
- 10. Any instance of <u>unsafe or unsuitable</u> conditions or presence of a source of contamination shall be reported immediately by telephone to Monsanto and loading shall be postponed pending clearance by Monsanto\*. Terminal should ask the carrier driver to notify his dispatcher.

#### IX. RAIL CAR SHIPPING PROCEDURE

#### A. PRE-LOADING

- After carrier has tendered empty car(s), terminal is responsible to order in car(s) from railroads in timely fashion to assure meeting required shipping date.
- 2. Terminal is responsible to complete the Empty Private Car Return Instruction form (TF415) required documentation for all outbound rail shipments (See Section XVI) and for trip leasing (See Section X on placarding).

\*See Special Procedures

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#### B. LOADING OF TANK CARS

- 1. Before any tank car is loaded for shipment by terminal, the terminal shall observe the minimum precautions respecting such loading and shall take all reasonable precautions to see that such cars are safe and suitable for the product to be loaded.
- Monsanto will provide the terminal with specific rail car numbers to identify the specific car(s) to be used for each product.
- 3. Using procedure provided by Monsanto\*, inspect or verify interior for cleanliness. Inspect condition of tank fittings used in loading or unloading for cleanliness and safe operation. Car is not to be loaded if not in safe or clean condition. Replace gaskets and safety vent rupture disks when needed. Be sure that domes are properly secured after loading.
- 4. Remove caps/plus from discharge lines while loading to make sure that discharge valves are securely closed and free of leaks. After loading and prior to departure from the terminal, all unloading lines must be capped.
- 5. In loading rail cars:
  - a. Every precaution should be taken to eliminate spillage while loading.
  - b. Spillage should be washed off car before release from the plant to prevent injury or loss of property as a result of product "splashing" enroute.
- 6. The quantity, in pounds, of each product loaded shall be determined by terminal by accurate computations using actual volume and temperatures readings and accredited capacity tables for the respective bodies of each such car and standard specific gravity temperature tables supplied by Monsanto for the Products, or in the absence of such tables, or when requested by Monsanto, by certified actual weight measurements.
- 7. Check tank and fittings for leaks after loading.
- 8. If required\*, seal all manhole covers and discharge valves with seals and tags identifying compartment and product.

9. Any instance of unsafe or unsuitable conditions or presence of a source of contamination shall be reported immediately by telephone to Monsanto and loading shall be postponed pending clearance by Monsanto\*.

## X. PLACARDING

TRUCK

Placarding or marking of tank truck vehicles for identifying DOT "Hazardous Materials" is the responsibility of the carrier. However, the terminal has the responsibility to provide placards for the carrier, unless the carrier's vehicle is already placarded for the material, and to make sure that trucks are not released until placards are affixed\*.

RAIL

Hazardous commodity: Each rail car loaded with DOT "Hazardous Materials" must have placards (4 per car) affixed to the car prior to shipment. Monsanto will furnish the placards\*.

# XI. RECONSIGNMENT/DIVERSION (TF-47) - CHANGE IN BILL OF LADING

Once a bill of lading had been given to a carrier, any changes in the original instructions; i.e., destination, route, commodity, designation, weight, terms of the bill, etc., a form TF-47 must be issued to the carrier. Do not issue a new bill of lading. Diversion instructions may be given by telephone or wire but must be confirmed by a TF-47 form (See Attachment II). For distribution of this form, see Special Procedures\*.

## XII. PAYMENT OF FREIGHT BILLS

## Freight Prepaid

Freight bills for all outbound prepaid shipments are not to be paid by terminal. Carriers have been notified of this policy and that transportation bills, including weighing charges, are to be sent directly by the carriers to Monsanto Company.

## 2. Carrier Detention Charges

All carrier bills for detention, <u>including bills for advance</u> <u>loading</u>, must be submitted to the <u>terminal</u> for auditing. The terminal will pay all carrier detention bills for which Monsanto is responsible along with an explanation of how Monsanto caused the detention.

\*See Special Procedures

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# XIII. TERMINAL LIABILITY - CONTAMINATION OR LOSS

- 1. Terminal shall not permit or allow contract or commingling of any product with another product or with any other materials or cargo without Monsanto's prior written approval.
- Terminal shall observe throughout the reception, handling, and delivery of the products proper safety precautions and measures to prevent damage to or loss of the products.

#### XIV. FORMS

Terminal will be responsible for maintaining an adequate supply of all Monsanto specified forms, including required rail and truck placards. Additional supplies of all forms, except placards must be requested from Monsanto\*. (When additional supplies of placards are needed, obtain them from a local placard source and charge Monsanto in your monthly billing when placards are used on Monsanto shipments. If this is impracticable, you may reorder placards from Monsanto by allowing us ample lead time to fill your needs.)

# XV. CONTRACTS

If there is any conflict between the provisions of these procedures and the provisions of a contract, the provisions of the contract shall govern.

## XVI EMPTY CAR RETURN INSTRUCTION FORM (TF-415)

A TF415 form, Return Instructions - Empty Private Car (see Attachment IA) must be prepared for each loaded shipment in Monsanto owned, finance-leased or supplier leased rail equipment. This form is used to provide instructions to railroads and customers for return of the rail equipment and to advise the car leasing companies of movements in supplier lease cars. The form is also used as one of the primary source documents in preparing reports of rail car movements.

These reports are used for studies of transit times, alternate routes, rail car utilization, to expedite car movements, mileage compensation accounting and to audit mileage earnings.

#### A. Outbound Loaded Shipment

#### 1. Preparation of TF-415

The following information should be included on the TF-415 form:

Line 1: Delivery railroad and city of customer.

Line 2: Return destination of car.

Line 3: Complete return route, including junctions. (If return empty route is different from loaded route, then loaded route is to be noted at the bottom of page under "Remarks"). Railroad initials must be A.A.R. uniform alphabetic code.

Line 4: Car initials and number, product name, and freight classification and the finished goods number. (For "Hazardous Materials", fill out the "Last Contents" block of the TF-415 form.

Line 5: Origin point and shipping date with trip lease notation, if applicable, in parenthesis.

Line 6: Customer name.

Line 7: Customer destination, city and state.

# 2. Distribution of Form TF-415

The TF-415 form has 7 parts and is easily separable into 2 sections. Distribution of the copies is shown below:

Copies 1-4: These copies are sent to the customer (consignee) for his use in releasing the

Copies 5-6: These copies are retained by the origin

plant or terminal.

Copy 7: This copy is sent as shown on the postcard ON THE DAY THE SHIPMENT IS MADE.

# B. Outbound Empty Moves (See Attachments IB, IC, ID, IE)

Empty movements (those not covered by the return empty instruction form) of Monsanto, owned, finance-leased and leased rail equipment, such as to a repair shop, another plant in a transfer move, or to another company for loading or release are to be reported ON THE DAY THEY ARE MADE by forwarding two copies of the bill of lading to the Rail Car Section\*, listing:

- 1. Car number
- 2. Shipping date
- 3. Origin
- 4. Complete route, including junctions
- 5. Destination (company name, city and state)
- Last Contents (product name)

#### SEE ATTACHED ATTACHMENTS IB, IC, ID, IE

Attachment IB - Movement to repair shop

Attachment IC - Movement to another company for loading

\*See Special Procedures

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Attachment ID - Car released from Monsanto service Attachment IE - Car reassigned for loading

# XVII. CONFIDENTIAL INFORMATION

Terminal shall not discuss or divulge any information about Monsanto's products, inventory activity or terminal rate agreements made between Monsanto and terminal.

## XVIII. HAZARDOUS MATERIALS

- 1. When calling a carrier for pick-up of hazardous materials give him specific information as to the Department of Transportation proper shipping name, hazard class, and quantity involved.
- 2. Before hazardous materials shipments are tendered to carriers, the following must be checked:
  - (a) Make certain that DOT authorized containers have been used;
  - (b) Proper closures have been used and no leaks are evident;
  - (c) Outside packages are properly labeled and have required outside marking;
  - (d) Shipping documents should include the DOT proper shipping name, hazard class, UN or NA identification number, signed certificate, proper count and weight.
- When tendering a hazardous material shipment to a carrier, make certain that the driver is made aware that it contains a hazardous material.
- 4. When placards are required, be sure to offer them to the carrier. You do not have to put them on the vehicle. Some vehicles will have permanent placards attached. Make sure vehicles requiring placards are placarded before leaving your facility.

All tank car, tank truck and portable tank shipments must be placarded with placards containing identification numbers or by the addition of orange panels containing identification numbers for the material shipped.

#### XIX. NOTIFICATION OF HAZARDOUS MATERIALS INCIDENTS

The terminal shall report to Monsanto on a "per occurrence basis" immediately any accidents, spills, citations or fines that involve Hazardous Materials that the terminal may be storing for Monsanto Company. This would include incidents that may occur at your terminal as well as those involving shipments to or from your facility that you might become aware of.

Hazardous Materials are those defined by DOT in the Federal Code of Regulations, Titles 33, 46 and 49.

For each incident the terminal shall provide the following information:

- 1) Date
- 2) Product
- 3) Location of Incident
- 4) Description of Incident
- 5) Personal Injury
- 6) Property Damage
- 7) Product Loss

This data should be submitted <u>immediately</u> by TWX or Telex to Monsanto's <u>Emergency Contact\*</u>. The Monsanto TWX number is 910-763-0779. The telex number is 44-7282. If the terminal does not have a TWX or a Telex, the date should be submitted <u>immediately</u> by telephone.

## XX. BULK LOAD TAG PROCEDURE

#### MONSANTO POLICY

Bulk Load Tags and seals should be used on all bulk shipments by all modes of transportation to provide precautionary information to reach every person using, handling or storing materials distributed for Monsanto. These Tags should be attached to all loading and unloading fittings of bulk transportation equipment (rail cars, trucks, barges, portable tanks, etc.).

Bulk Load Tags are not a substitute for any other labeling, marking, numbering or placarding requirements of the Department of Transportation (DOT) but are in addition to such requirements.

# BULK LOAD TAG

Generally, a Tag is  $6\frac{1}{4}$ " x  $12\frac{1}{4}$ ", preprinted synthetic material with a precut slit for use in conjunction with a tamper-proof seal. In some cases, general category labels (e.g. Resimene\_\_\_\_\_\_\_ or Santicizer\_\_\_\_\_\_) are used, in which case the specific designation must be inserted on the blank line. Several Tags may be available due to variations in precautionary message for a given product line, and great care must be used in attaching the proper Tag.

## REORDERING

The terminal should reorder Bulk Load Tags from Monsanto\*.

When reordering, always identify the product name and Tag print number (located on the lower right corner of each Tag). Monsanto will provide a list of the product names and Tag print numbers for each terminal.

\*See Special Procedures

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Attachment I A

Monsanto		RETURN IN:	STRUCTION	VS — EMP	TY PRIVA	ATE CAS		P.F DAY	) [RAHS (1-3)	
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TO BE RETAINED BY THE RAILROAD AGENT

TF 415 (REV. 4-84)

# Attachment I B

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Monsanto 2E003303

# Attachment I E ·

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ATTACHMENT II

January 3 19 72

Mr. Leroy Kenan Yellow Freight System 4400 S. 90th Street Omaha, Nebraska 68127

THIS HAS REFERENCE TO YOUR PREPAID FREIGHT BILL		•	OF
HIS WILL CONFIRM OUR TELEPHONE CONVERSATION OF	12-30	CONCERN	NG:
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Monsanto (Cmaha Cantral Whse.).	Cmaha.	Neb. shizzed	12-29-71
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Stone Forwarding co., Suenos A	ires, Ar	gentina	
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Yellow Freight System		•	
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LEASE USE THIS AS YOUR AUTHORITY TO:			
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RECONSIGN THIS Stone Forwarding Co., Houshipment to:	ston, Te	x. (Notify S	tone on arrival)
' Telephone (713) 225-5391.	•		
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oresign successioning charge to Monsanto Co., ट/o H. D. Pa		ounts Pavable	2 ,
, 800 North Lindbergh Blvd. St. Louis, Missoyri 43144			
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J G Schmittenna

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Attachment V

INVENTORY SUMMARY

TO: Monsanto Company		Da	ite:	
Attn:				
Beginning Inventory	•			
Shipper Number	Car Number	Net Weight		
	·			
Total Beginning Inv	rentory.			
Receipts (see attached de	etail)			+
Total Available Inv	entory			=
Shipments (see attached	detail)			
Total Theoretical I	nventory			=
Actual Inventory				
Shipper Number	Car Number	Net <u>Weight</u>		
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		•		
Total Actual Invent	tory			
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Monsanto

Attachment IV

DETAIL OF SHIPMENTS

QUANTITY	DATE SHIPPED	SHIPPER NUMBER	CUSTOMER NAME	UNIT PRICE	TNUOMA
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# EXHIBIT D

# MONSANTO POLYMER PRODUCTS CO. (MPP) SPECIAL PROCEDURES FOR PLASTICIZERS TERMINALS

- 1. Daily Operational Contacts
- 2. Administrative
- 3. Home Telephones
- 4. Receiving Reports
- 5. ROS/ROR: Report of Shipments/Receipts
- 6. Distribution of Shipping Papers
- 7. Freight Classification
- 8. Tankers
- 9. Empty TC Return
- 10. TC Weights
- 11. Tanktrucks
- 12. Loading
- 13. Reconsignment
- 14. Inventory Reports
- 15. Annual Physical Inventory
- 16. Freight Bills
- 17. Return Shipments
- 18. Invoices
- 19. Rate Changes, contracts, charges.
- 20. Loss and Damage
- 21. Over/Under Shipment

\*Monsanto Co. 800 No. Lindbergh St. Louis, MO 63167

# Special Procedures οf Plasticizer Terminals MPP

# Daily Operational Contracts

Inventories, transit damage, quality, carrier, inability to ship:

- 1)
- R. L. (Dick) McFarland (EISB) 314/694-2263 L. S. (Linc) Capstick (EISB) 314/694-2434
- 800/325-4330 3) Carolyne McKeone

# Administrative Contacts

Procedures, forms, in-house damage, losses, charges, rates, bulk tags, contracts:

- 800/325-4330 / 314/694-8484 800/325-4330 / 314/694-8487 John M. Dickey (E1SD) 1)
- Tom R. Willmering (E1SD) 2)

#### 3. Home Phones

Linc Capstick -John Dickey Dick McFarland -Tom Willmering -

#### 4 Receiving Report

Mail to T. D. Cheers - (EISH)

5. ROS - Report of Shipments

ROR - Report of Receipts

\*Wire by 10 a.m. next day; follow format and instructions in Attachment I.

Wire T. D. Cheers (E1SH) TWX - 910-763-0779 TELEX - 44-7282

# 6. <u>Distribution of Shipping Papers</u>

PAGE	DESCRIPTION	MAIL TO
1	Warehouse/Supplier #1	Retained by Terminal
2	Warehouse/Supplier #2	Terminal/Pitch
3	ROS Shipping #2	T. D. Cheers - E1SH
4	CP-229 (Yellow)	ORSCP-MICC-AA3F Corporate Distribution
5	ROS Shipping #1	T. D. Cheers - E1SH
6	Bill of Lading Copy #1	J. G. Mayfield - E1SD
7	Bill of Lading Copy #2	Give to Carrier
8	Packing Slip	Goes with Shipment
9	Bill of Lading Copy #3	Retained by Terminal
10	Bill of Lading Copy #4	T. D. Cheers - E1SH

# 7. Freight Class is "Resin Plasticizers"

# 8. Tankcars

Notify by wire on day of Receipt or Release:

Vernon Jackson (E1SB) TWX 910-763-0779 and Dick McFarland (E1SB)

# 9. Empty Tankcar Return Instruction (TF 415)

Form TF415 will be sent to you from origin plant for each TC shipment. Complete form and distribute as indicated.

# 10. Tankcar Weights

Loaded TC must be weighed before you receive it. Contact Dick McFarland if you do not have TC weight or a problem exists.

# 11. Tanktrucks - See "Unified Procedures" for details

- Trucks are to be weighed empty and 1. Weights loaded on a certified scale.
- 2. Seals - Terminal to seal all outbound truck shipments.
- 3. Tags - Terminal to tag outlets with product contents.
- 4. - Refer to Routing Guide; any Routing questions contact: Bob Bradshaw 314-694-5697
- Detention Bills - Terminal to audit/verify for Monsanto or Terminal account. If Monsanto mail to: Line Capstick E1SB
- 12. Loading See Unified Procedure, Sect. VIII, IX Placarding - See Unified Procedure, Sect. X
- 13. Reconsignment / Diversion

Use Form TF-47; distribute as in item 6.

## 14. Inventory Reports

Mail one copy of each to: T. D. Cheers - EISH L. S. Capstick - EISB

- by 5th working day each month

# 15. Annual Physical Inventory

On the last working day of September, an annual physical inventory must be taken. The inventories are to be reported on Form G-2451 (Inventory Summary) and mailed to J. M. Dickey - E1SD. Following is an inventory Certification Statement which must accompany the completed inventory report:

completed inventory report:
(Company Letterhead)
Annual Inventory Certification
Date
To: Monsanto Polymer Products Company Controller  The attached inventory summaries are true representations of the Monsanto Polymers Products Co. inventories consigned to us
as of September, 19 These inventories were as of September, 19 by actual count, weight or measurement.
Signed: Date:
For:(Company Name)
Payment of Freight Bills
Prepaid outbound shipments - Monsanto Co., Box 14307, St. Louis, MO 63178 Inbound collect - Monsanto Co., Box 14307, St. Louis, MO 63178

17. Return Shipments - Contact R. L. McFarland before receiving any returned product.

Do not accept unless:

- 1. Authorized return by Monsanto
- Material is saleable; verify reason for return, quality and disposition with Dick McFarland.

16.

# 18. Invoices - Mail in duplicate

Excello - Monsanto Co., 730 Worcester, Indian Orchards, MD 01151
Attn: Zelda Givens

All Others - L. S. (Linc) Capstick - E1SB
Monsanto Co., 800 No. Lindbergh, St. Louis, MO 63167

# 19. Rate Changes, Charges, Contracts

All terminal charges are established through John M. Dickey, Warehouse and Terminal Manager. Renewal of contracts, rate changes, additions or deletions will be negotiated through John M. Dickey.

## 20. Damage / Losses

- A. In-House damage or losses; advise John M. Dickey at time of discovery to resolve liability and disposition. TF-65 to be completed; attach copy 1 to Month-end Consigned Stock Report.
- B. Common Carrier If any problem exists with product weights or quality upon receipt of inbounds, contact Dick McFarland. The carrier is to be notified and form TF-65 must be completed and mailed to us to file a claim.

On packaged goods damage, contact Dick McFarland.

C. Plan 2½ - Contact Dick McFarland; complete form TF-65.

## 21. Over/Under Shipment

If you overship any order or find you cannot ship the quantity specified, contact Dick McFarland.

#### ATTACHMENT I

# WIRED REPORT OF SHIPMENT (ROS)

## A. Time of ROS Transmissions

Wire ROS no later than 10:00 a.m. on the day following shipment; TWX - 910-763-0779.

# B. ROS Transmission Requirements

1. All ROS Transmissions will be addressed at the beginning to:

T. D. Cheers - EISH

It should  $\underline{\mathtt{not}}$  be repeated in the transmission.

- 2. The "Shipped From" location and the "Date Shipped" must be shown on the first line of each ROS message.
- Any number of ROS messages may be included in the same transmission.
- 4. Show the number of shipments reported on each transmission on the next to last line of transmission.
- 5a. The name of the sender must be shown on the last line of a transmission.
- 5b. Number each transmission consecutively in the month of shipment starting each month with the number 1. This number should be shown after name of sender.

# A. ROS Information Required

Line No.	Information or Date Required				
1.	Shipped from location - Date Shipped - note weekly billing when applicable.				
2.	Shipper Number - Sold to customer address.				
3.	Prepaid or collect - Routing - Rail car number when applicable.				

- 2 -

# ATTACHMENT I

# A. ROS Information Required (Continued)

# Line No. Information or Data Required (continued)

4. Number of containers-size of container-product code major and grade.

If quantity shipped is different from quantity shown on order, add the words "note change" before the product code, and in such cases show the entire product code.

- 5. Gross, tare and net weights.
- 6. On consolidated shipments show all shipper numbers included, e.g., "Shipped with S/N 113794 and S/N 115364".
- 7. Lot number and number of drums for each lot when requested by the order.
- 8. On incomplete shipments of multiple product orders indicate items cancelled, e.g., "Cancel item 4".

See Attached Exhibit A For A Sample ROS Transmission.

## B. Other ROS Procedures

 When unable to transmit for more than one day due to mechanical failure or any other reason, advise T. D. Cheers at 800-325-4330.

# EXHIBIT A

TWX 910-763-0779
T. D. Cheers - E1SH
Location: XYZ

Shipped as Ordered:

417053 Mississippi Chemical

PPD Yellow Freight:

75-270 Lb. Dr. - 1070-260 21450-1200-20250 25-270 Lb. Dr. - 1070-200 7150-400-6750

423580 National Chemical

PPD Triangle:

640-50 Lb. Bags - 1040-480 32320-320-32000

Number of Shipments This Transmission 2.

Toni Allen - 6

ARRIVAL DATE	SHIPPER NUMBER	CAR NUMBER	NET WEIGHT	DATE RELEASED	NUMBER OF DAYS HELD
,					
		ı			
		:			

G-2463/5-71